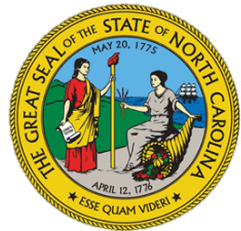


North Carolina Immunization Registry (NCIR)

Managing Clinicians and Physicians

User Guide

Last Updated: January 14, 2022



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Overview

Overview

What is the North Carolina Immunization Registry (NCIR)?

The **North Carolina Immunization Registry (NCIR)** is a secure, web-based clinical tool which is the official source for North Carolina immunization information. Immunization providers may access all recorded immunizations administered in North Carolina, regardless of where the immunizations were given.

The purpose of NCIR is:

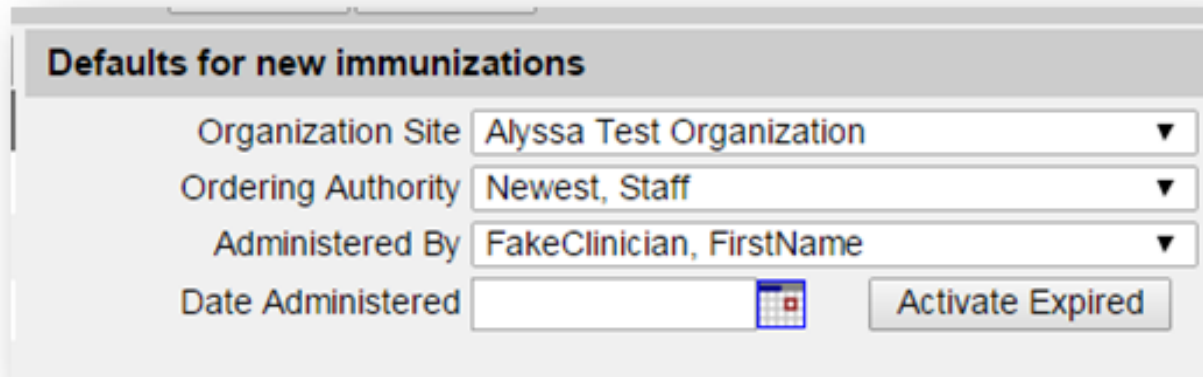
- To give patients, parents, health care providers, schools and child-care facilities timely access to complete, accurate and relevant immunization data;
- To assist in the evaluation of a child's immunization status and identify children who need (or are past due for) immunizations;
- To assist communities in assessing their immunization coverage and identifying areas of under-immunization.

Now, let's get started!

Managing Clinicians

Managing Clinicians

- Clinician information is used to indicate the individuals who ordered and administered an immunization (i.e. **Ordering Authority** and **Administered By**).
- Clinician information is required when documenting new immunizations.



The screenshot shows a software dialog box titled "Defaults for new immunizations". It contains four fields: "Organization Site" with a dropdown menu showing "Alyssa Test Organization"; "Ordering Authority" with a dropdown menu showing "Newest, Staff"; "Administered By" with a dropdown menu showing "FakeClinician, FirstName"; and "Date Administered" with an empty text box and a calendar icon. To the right of the date field is a button labeled "Activate Expired".

Steps for Adding a Clinician

Step 1 of 4: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.



Step 2 of 4: Navigate to Add Clinician Screen

Select **Add Clinician**.

organization Alyssa Test Organization • user Athena Roberts • role Administrator

Organization Name: Alyssa Test Organization

Site List:

Alyssa Test Organization

Add Clinician

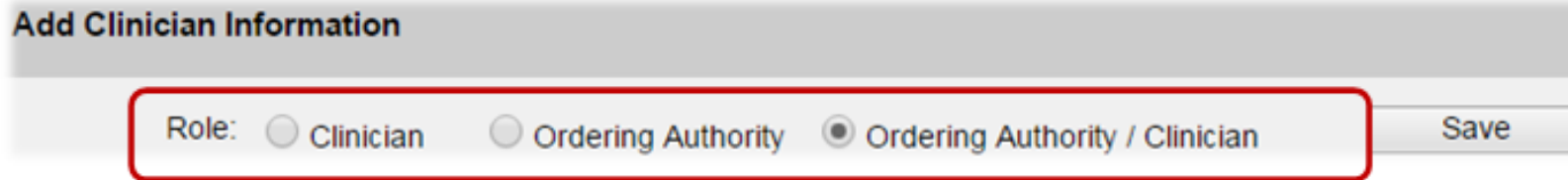
Find Clinician

Clinician List

Clinician Name	Role
FakeClinician_FirstName	Ordering Authority / Clinician
Jarford, Tristan S.	Ordering Authority / Clinician

Step 3 of 4: Enter Role and Credentials

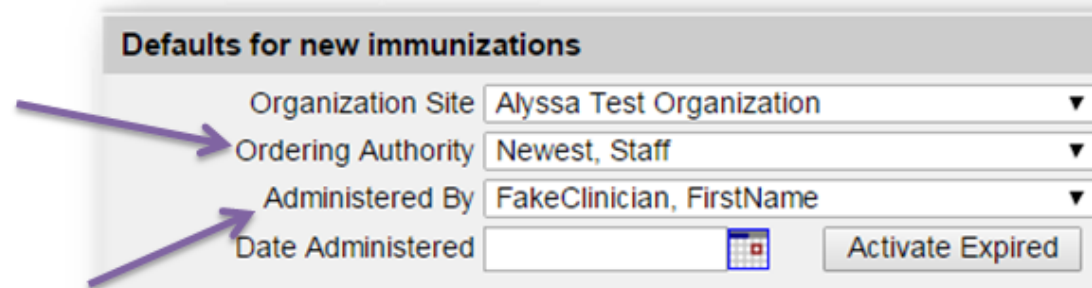
Select a **Role** and **Credentials**



Add Clinician Information

Role: ☐ Clinician ☐ Ordering Authority ☒ Ordering Authority / Clinician

- **Clinician:** An individual who physically immunizes clients (their name will be an option in the 'Administered By' pick list when documenting a new immunization)
- **Ordering Authority** is a MD, DO, PA, NP who signs standing orders for patients to receive vaccines (their name will be an option in in the 'Ordering Authority' pick list when documenting a new immunization)
- **Ordering Authority/Clinician** is an individual with both of the above roles (their name will be an option in both pick lists when documenting a new immunization)



Defaults for new immunizations

Organization Site

Ordering Authority

Administered By

Date Administered

Step 3 of 4: Enter Role and Credentials

Select a **Role** and **Credentials**

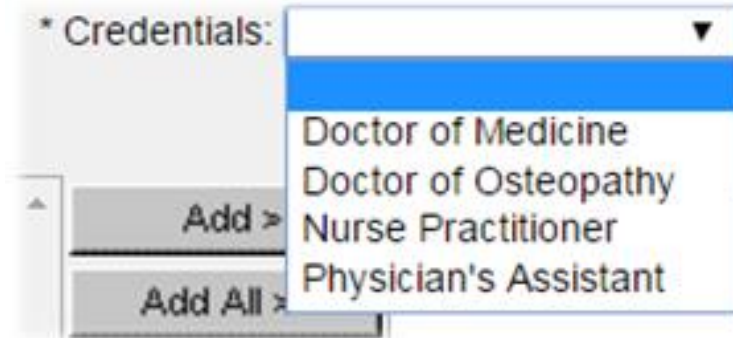
'Clinician' credentials



A screenshot of a software interface showing a dropdown menu for 'Credentials:'. The menu is open, displaying a list of roles: Certified Medical Assistant, Certified Nurse Midwife, Certified Nurse's Assistant, Doctor of Medicine, Doctor of Osteopathy, Licensed Practical Nurse, Medical Assistant, Nurse Practitioner, Registered Nurse, Registered Pharmacist, Physician's Assistant, and Other. To the left of the dropdown, there are buttons for 'Add >', 'Add All >', '< Remove', and '<< Remove'.

Clinicians can be anyone in the organization who physically gives shots.

'Ordering Authority' and
'Clinician / Ordering Authority'
credentials

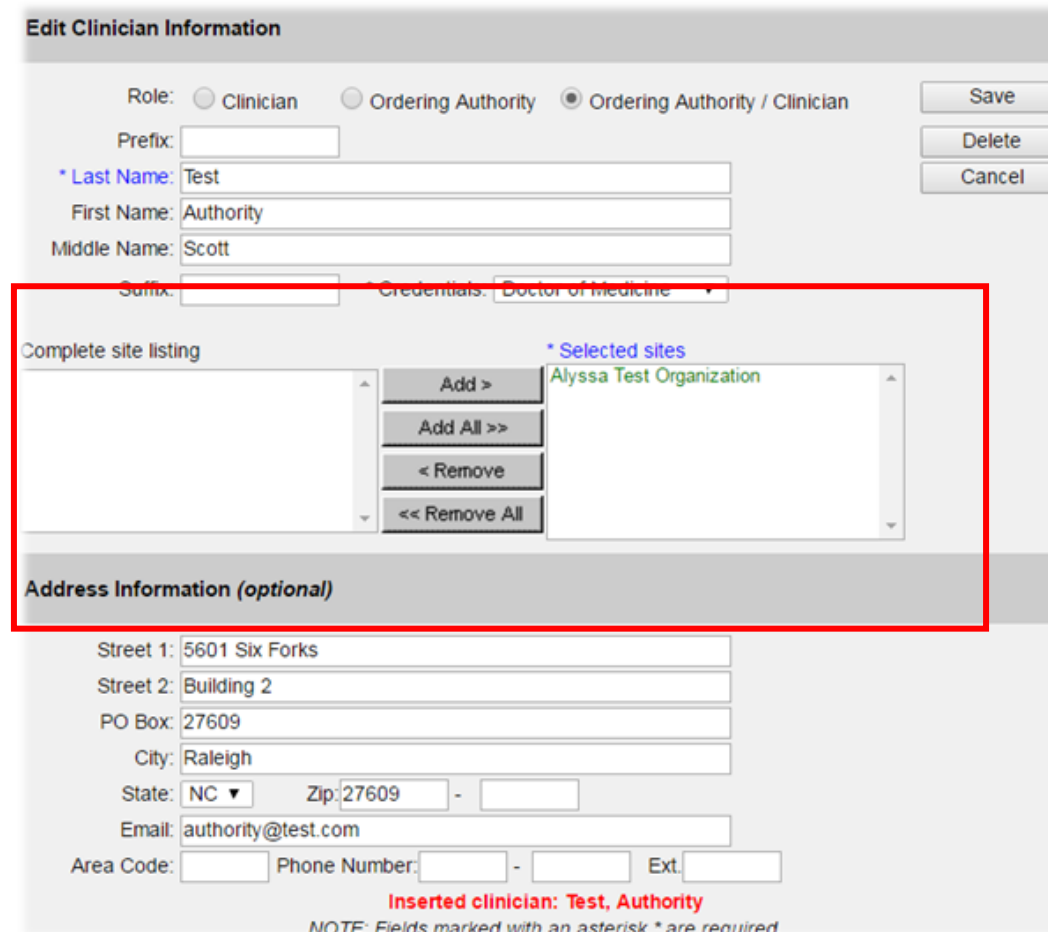


A screenshot of a software interface showing a dropdown menu for 'Credentials:'. The menu is open, displaying a list of roles: Doctor of Medicine, Doctor of Osteopathy, Nurse Practitioner, and Physician's Assistant. To the left of the dropdown, there are buttons for 'Add >' and 'Add All >'.

An Ordering Authority is an individual who is licensed by the state of North Carolina to authorize the giving of immunizations to a client.

Step 4 of 4: Add the Clinician

Fill out all required information. Be certain to move your site to “Selected Sites.” Then click **Save**.



Edit Clinician Information

Role: ☐ Clinician ☐ Ordering Authority ☒ Ordering Authority / Clinician

Prefix:

* Last Name:

First Name:

Middle Name:

Suffix: Credentials:

Complete site listing

Add > Add All >> < Remove << Remove All

* Selected sites

Alyssa Test Organization

Address Information (optional)

Street 1:

Street 2:

PO Box:

City:

State: Zip: -

Email:

Area Code: Phone Number: - Ext.

Inserted clinician: Test, Authority

NOTE: Fields marked with an asterisk * are required.

Steps for Editing a Clinician

Step 1 of 3: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.



Step 2 of 3: Find the Clinician

Click on the blue, underlined name of the clinician you want to edit.

Organization Name: Alyssa Test Organization

Site List: Alyssa Test Organization

Add Clinician

Find Clinician

Clinician List

Clinician Name	Role
FakeClinician_FirstName	Ordering Authority / Clinician
Newest_Staff	Ordering Authority / Clinician
Test_Authority_S	Ordering Authority / Clinician
Test_Clinician	Clinician

Step 3 of 3: Update

Update the information and click **Save**.

Managing Physicians

Managing Physicians

- Physician information is used to associate a client with a Primary Care Provider (PCP).
- Anyone in an administrator role can link a client to a primary care physician from the Edit Client screen in that client's record.
- In the request reminder (reminder/recall) function, a report can be run to target clients from one specific physician to contact for follow up.

Client Information Tab in Client Record

Client Information Responsible Person(s) Client Comment(s)

Eligibility

Verification Date:
Eligibility as reported by Responsible Person:

Provider Organization Specific Data

Chart #
Status: Inactive
Tracking Schedule: ACIP

Ethnicity: Not Hispanic or Latino
Race: Black or African-American
Provider-PCP
School

Insurance Providers

Add >
< Remove

Reminder Recall

Select the School & Primary Care Provider ...

School
Provider - PCP

Steps for Adding Physicians

Step 1 of 4: Navigate to Manage Physicians

Select **Manage Physicians** from the menu on the left-side panel.



Step 2 of 4: Navigate to Add Physician Page

Select **Add Physician**

Select a Physician to Edit

Physician Name

Pick a Physician ▼

Add Physician

List All

Physician Listing

Name	Street	City/State/ZIP	Email
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Step 3 of 4: Fill Out Identifying Information

Complete the identifying information

Add Physician

Prefix/Title

First Name

Middle Name

* Last Name

Suffix

Street Address

Other Address

City

State

NC

Zip

P.O. Box

Email

Save

Cancel

NOTE: Fields marked with an asterisk * are required.

Step 4 of 4: Save

Click **Save**.

Add Physician

Prefix/Title

First Name

Middle Name

* Last Name

Suffix

Street Address

Other Address

City

State

NC

Zip

P.O. Box

Email

Save

Cancel

NOTE: Fields marked with an asterisk * are required.

Steps for Editing a Physician

Step 1 of 4: Navigate to Manage Physicians

Select **Manage Physicians** from the menu on the left-side panel.



Step 2 of 4: Select Physician

Click on the physician's name.

Select a Physician to Edit

Physician Name

Pick a Physician ▼

Add Physician

List All

Physician Listing

Name	Street	City/State/ZIP	Email
Test_Smart_P			

Step 3 of 4: Edit the Physician's Information

Make all changes.

Edit Physician

Physician Updated

Prefix/Title

First Name

Smart

Middle Name

Physician

* Last Name

Test

Suffix

Raleigh

Street Address

5601 Six Forks

Other Address

Building 2

City

Raleigh

State

NC

Zip

27609

P.O. Box

Email

alyssa.roberts@dhhs.nc.gov

Save

Delete

Cancel

Step 4 of 4: Save

Click **Save**.

Edit Physician

Physician Updated

Prefix/Title

First Name

Smart

Middle Name

Physician

* Last Name

Test

Suffix

Raleigh

Street Address

5601 Six Forks

Other Address

Building 2

City

Raleigh

State

NC

Zip

27609

P.O. Box

Email

alyssa.roberts@dhhs.nc.gov

Save

Delete

Cancel

Where to Go for More Help?



Questions?

Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

NC Vaccines Help Desk

1-877-873-6247

(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)

https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee